

Decisions/Actions Tracker

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
28/08/24	6.1 – Management Accounts to 30 th June 2024	Approval of quarterly management accounts	Director	N/A	N/A	No further action required
28/08/24	6.2 - Management Response to External Auditor Management Letter	Approval of response and authorised Chair to sign	Director	30/08/24	Completed	29/08/24 – letter emailed to Auditors and paper copy put in post.
28/08/24	7.1 – Quarterly Gas Audit	Progress against target section to be added to next report.	Technical Services Manager	27/11/24		
28/08/24	9.1 – ARC Pre-Submission Audit Action Plan	RAG system be introduced for next report.	Corporate Services & HR Manager	27/11/24		
28/08/24	10.6 - Equalities & Human Rights Action Plan – to 30 th June 2024	Staff equalities information to be gathered.	Corporate Services & HR Manager	Sep 24		
28/08/24	10.7 - Business Plan 2021- 26: Annual Plan 2024/25 – Director's Plan and Section	Finance Section Operational Plan to be added.	Director	27/11/24	On track	When new Finance Mgr is in post in early October will be asked to review and update in time for November's Committee Meeting.

	Operational Plans Q1 Outcomes					
28/08/24	11.6 - Defined Contribution Pension – Renewal of Life Assurance Cover	Increase level of cover in line with industry average to 4 times employees salary	Director	31/08/24	Completed	29/08/24 – required form completed and emailed. Copy of form attached. 02/09/24 – received confirmation email from Pension Scheme that our request will be actioned. Emails attached.
28/08/24	13.1 – AOCB – Finance Manager	Terminate contract with Wylie & Bisset	Director	W/E 6/9/24	Completed	04/09/24 – email sent notifying of termination of agreement.